**ACHIEVE ADOPTION SERVICES THROUGH COLLABORATIVE PARTNERSHIPS**

**RFP CHECKLIST**

Please check the following items to indicate that your proposal contains each of the items described below.

☐ Agency Offeror Sheet (Attachment A)

☐ RFP checklist (Attachment B)

☐ Proposal Cover Sheet (Attachment C)

☐ Proposal Narrative

☐ Activities/Outcome Form (Attachment D)

☐ Budget (Attachment E

1. Itemized Budget form (Attachment E, pages 1 - 5) <u>and</u>
2. A clear explanation of expenses in narrative form (Budget Narrative).

☐ W-9 and Instructions Attachment F)

☐ Letters of Commitment Support (6)

- 3 letters from adoptive parents for whom you have finalized an adoption in the past 3 years of a child from a local department of social services AND
- Letters of commitment from at least 3 local departments of social services that will be served by this grant; OR 3 letters of support from local department of social services in separate areas of the state where you have been successful in assisting in the adoption child in of a the past 3 years

☐ Sample of memorandum of understanding of local departments of social services agreements or comparable document(s) demonstrating collaboration in the planning and provision of adoption services **and** list of local departments of social services collaborative/coordinating agencies.

☐ Job Descriptions and Resumes

☐ Assurances Federal Form 424b (Attachment G)

☐ General Certification (Attachment H)

☐ Lobbying Certification (Attachment I)

☐ Debarment Certification (Attachment J)

☐ Electronic Data Interchange (EDI) Certification (Attachment K)

☐ Copy of Virginia Child - Placing Agency License

☐ Copy of the organization's mission statement and goals to ascertain the eligibility of the applicant

☐ 2007-2008 fiscal year operating budget, including funding sources

☐ 2006-2007 statement of actual costs including a listing of the sources of funding

☐ Copy of the most recent audit

☐ Two original and 7 copies of the proposal and one blank copy of the RFP attached to the original proposals. Ensure original signatures on the two original proposals.

☐ Addenda, if any were issued